

**TOWN OF ELSMERE
SPECIAL COUNCIL MEETING MINUTES
April 1, 2011
COUNCIL CHAMBERS
6:30 p.m.**

CALL TO ORDER: Mayor Deborah A. Norkavage called the meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

MAYOR	DEBORAH A. NORKAVAGE	PRESENT
1 ST DISTRICT	JOHN JAREMCHUK, JR.	PRESENT
2 ND DISTRICT	STEVEN BURG	PRESENT
3 RD DISTRICT	THOMAS S. NOVAK, JR.	PRESENT
4 TH DISTRICT	CHARLES MCKEWEN	PRESENT
5 TH DISTRICT	JOANN I. PERSONTI	PRESENT
6 TH DISTRICT	EDWARD OLGA	PRESENT
Town Manager, John Giles – Present		
Town Solicitor, Edward McNally – Absent		

PUBLIC COMMENT: None

APPROVAL OF MINUTES: None

OLD BUSINESS: None

NEW BUSINESS:

ACTION: A motion was made by Councilman Jaremchuk to accept the resignation of Lt. Christopher Workman from the Elsmere Bureau of Police effective April 14, 2011. The motion was seconded by Councilman Burg.

VOTE: 7-0 All-in-Favor Motion carried

Mayor and Council discussed the proposal submitted to conduct engineering reviews of the Stoltz Project for Barley Mill Plaza.

Councilman Jaremchuk stated that he believes that the engineer is well qualified to complete the job and that the price is \$59.00 per hour.

Councilman Novak stated that the site will be completely turned over by March of 2014.

Councilman Jaremchuk stated that this engineer is a Hydraulic Engineer and has previously worked with DelDOT on a few side projects.

ACTION: A motion was made by Councilman Jaremchuk to engage in the services of Salvador Palalay at the rate of \$59.00 per hour until Council determines that the study is complete or the Council no longer wishes to use his services. The motion was seconded by Councilwoman Personti.

Councilman Novak asked if we could place a cap on the services rendered.

Councilman Jaremchuk stated he would amend his motion to place a cap on services not to exceed \$10,000.00.

VOTE: 7-0 All-in-Favor Motion carried

Mayor and Council considered a request to submit an ad in the Knights of Columbus magazine.

Councilman Novak presented the request and stated that the ads are \$50.00 for a quarter page and it is an annual magazine published for the May event each year. He stated that he was approached by a resident who happens to work with him regarding the request.

ACTION: A motion was made by Councilman Novak to place a quarter page ad in the Knights of Columbus Magazine. The motion was seconded by Councilman Jaremchuk.

VOTE: 7-0 All-in-Favor Motion carried

Mayor and Council discussed the vacant position of Chief of Police

ACTION: A motion was made by Councilman Burg to enter into an executive session to discuss personnel matters.

Councilman Jaremchuk stated that he felt that they could not adjourn into executive session regarding personnel matters until they had personnel to discuss it with. He stated that it has come to Council's attention that a former Lieutenant of the Elsmere Police Department wishes to speak with Council regarding the position of Chief of Police. He stated that the individual was Laura Giles, and asked the Town Manager if she was available.

Town Manager John Giles stated that he can contact her via phone and ask if she is available.

Councilman Jaremchuk stated that he felt that the Council could speak about other issues until Mrs. Giles arrived and could enter into executive session upon her arrival.

Councilman Novak asked if he could review the resume of the newly appointed engineer during this time.

At this time Mayor Norkavage thanked the members of the Public Safety Department during this time for the SWAT reports that she has received.

Town Manager John Giles stated that the first thing that occurred that morning after former Lt. Workman tendered his resignation was he attempted to contact Sgt. Steven Smith to notify him of the situation and was informed that he was out of the office and would not be able to answer the phone and that he could leave a message and it would be answered at the next available chance. He stated that Sgt. Greg Shelton was on duty during the day and that he had met with Sgt. Shelton and Linda Sommermann to finalize some things such as securing weapons left by the Lieutenant and getting a list of open items for the Department, etc. He also stated that the Lt. was the only member of the department who knows how to update the website.

Councilman Jaremchuk asked Patrolman Haines if he knew how to use the website software.

Patrolman Haines stated that he does not. He has done work with websites in the past, just not on this particular software.

Mayor Norkavage asked if they could remove the current link and open it back up on the previous location.

Town Manager Giles stated that the link is not the issue, the issue is that Lt. Workman is the only person who knows the password and who knows how to make the changes.

At this time there was a lengthy discussion regarding the Public Safety Website.

Councilman Novak asked if we could hold Lt. Workman's final payments until we receive any necessary passwords and pertinent information.

Town Manager Giles stated that the final payment would be a live check instead of direct deposit and that it would not be released without receiving such information.

Town Manager Giles stated that he has received a request from Sgt. Smith that should a need arise to have him cancel his attendance to the Metal Illness Awareness Seminar that he would willingly do so.

There was a general consensus among the council that this would not be necessary and that the attendance to this seminar is important and necessary.

Councilman Novak asked if the officer's who attend training come back and give minor training for the rest of the officers.

Sgt. Shelton stated that they have been working on doing this and it is a work in progress.

Town Manager Giles stated that Lt. Workman was also in charge of the CONDOR Evidence System which was received through grants. He stated that Former Chief McLaren has made an offer to take the equipment off the Town's hands and complete all of the Town's evidence processing for us with this system. In addition, this system is just a test system and we must complete a survey and rate this system and then return it, at which time we would be given the option to purchase the equipment.

Mayor Norkavage asked if the Town Manager could look into the minutes regarding the original presentation of this system. She stated that she was under the impression that this was a system that we got for free.

Councilman Jaremchuk stated that he felt this was a decision for the department and not a decision for Mayor and Council.

ACTION: A motion was made by Councilman Burg to enter into an executive session to discuss personnel matters and to return to the public. The motion was seconded by Councilman Jaremchuk.

VOTE: 7-0 All-in-Favor Motion carried

At this time the council returned to public session.

ACTION: A motion was made by Councilman Burg to hire Laura Giles as Chief of Police effective Monday, April 25, 2011 provided that she reinstates the active officer status with the Council on Police Training, she successfully passes all pre-employment drug and alcohol screening, she successfully passes triple eye criminal background check, her initial salary will start at \$72,000.00 and is subject to adjust during the annual budget process, at the time of employment she shall be credited 80 hours of vacation time, she shall accumulate all benefits as if she was 20 years continuous service within the Department, she shall not be eligible for the Elsmere Bureau of Police Pension Plan and effective immediately shall be granted unlimited access to the Department of Public Safety and Files as she prepares to transition into the position. The motion was seconded by Councilman Jaremchuk.

VOTE: 6 In Favor, 1 Opposed Motion carried

1st District – Yes, 2nd District – Yes, 3rd District – No, 4th District – Yes,
5th District – Yes, 6th District – Yes, Mayor – Yes

Councilman Novak stated that while he feels that Mrs. Giles will make an excellent Chief, he voted No because he disagrees with some of the conditions of employment. At this time congratulations were offered to Chief Laura Giles for the acceptance of the position.

Councilwoman Personti directed Town Manager John Giles to complete a press release regarding the decision reached by Council.

Chief Laura Giles asked that the press release come after she has been given time to notify her existing employer.

DEPARTMENTAL REPORTS: None

PUBLIC COMMENT:

None

ADJOURNMENT:

ACTION: A motion was made by Councilman Burg to Adjourn. The motion was seconded by Councilman Jaremchuk.

VOTE: 7-0 All-in-Favor Motion carried

These minutes summarize agenda and other issues discussed at this Council Meeting. Votes are recorded accurately. The audio tape(s) of this meeting will be available at Town Hall for a period of two years from the date these minutes are approved. The audio tapes may be reviewed at Town Hall by appointment and in accordance with the Freedom of Information Act.

DEBORAH A. NORKAVAGE
MAYOR

JOANN I. PERSONTI
SECRETARY